

Subject card

Subject name and code	Seminar II - GLEJT-UZIĘBŁO Paulina , PG_00172786						
Field of study	Administration						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group				
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish polish		
Semester of study	6		ECTS credits		9.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Department of Administrative Law -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Paulina Glejt-Uziębło				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	0.0	0.0	15.0	15
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	15		0.0		210.0	225
Subject objectives	The aim of the seminar is to enable students (under the supervision of the seminar tutor) to produce a dissertation that meets the standards of academic work and to prepare them for the dissertation defence.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_UK02] He/she has the ability to understand and analyze social phenomena and to use this analysis in professional work, as well as to defend the conclusions resulting from such analyzes	The student should: demonstrate the ability to analyse social phenomena in depth, identifying their causes, effects and interrelationships; be able to integrate knowledge from various fields, such as sociology, political science and economics, in order to better understand the complexity of social phenomena; be able to apply the results of social analysis in professional practice, e.g. in formulating public policies, management strategies or social programmes; demonstrate the ability to think critically, thinking when evaluating various theories and approaches to the analysis of social phenomena; be able to clearly and effectively communicate the results of their analyses, both in written and oral form, adapting the message to different audiences; be aware of the ethical aspects of analysing social phenomena and apply their knowledge in a socially responsible manner	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work
	[ADMINL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	Students should: regularly assess their progress and identify areas requiring further development; be able to draw up and implement plans for personal and professional development, taking into account the need for continuous learning; demonstrate the ability to draw on a variety of sources of knowledge, such as specialist literature, online courses, conferences, etc.; be flexible and open to change, ready to update their knowledge and skills in response to new challenges and technologies; participate in learning communities by sharing in	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK8] observation of student's independent or team work

	Course outcome	Subject outcome	Method of verification
	[ADMINL3_WG04] He/she knows and understands the methods and tools on advanced level, including the techniques of obtaining data and information, appropriate for administration and related fields	The student should: be able to apply advanced legal theories to the analysis and interpretation of legal issues; be capable of devising comprehensive strategies for legal action, taking into account various theoretical and practical aspects; be able to identify and propose effective solutions to specific legal problems based on sound theoretical knowledge; be able to anticipate the course of implementation of the proposed legal solutions and assess their consequences; be able to assess the potential consequences of planned legal actions, both short-term and long-term; demonstrate the ability to critically analyse and reflect on proposed solutions, taking into account various scenarios and	[SW3] text preparation/written work
	[ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	Students should: know and understand key concepts and theories in the field of legal studies; be aware of the place of legal studies within the academic system and their links with other fields, such as the social sciences, economics and the humanities; be familiar with the main directions of development in legal studies and their impact on contemporary legal systems; understand how legal studies interact with other fields of study, e.g. sociology, political science and economics, and how these relationships influence the development of law; be able to apply the acquired theoretical knowledge in practical situations, analysing and interpreting legal phenomena in the context of their interdisciplinary connections.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work

	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	The student should: demonstrate a willingness to take on new and challenging professional tasks, both individually and as part of a team; demonstrate perseverance and determination in carrying out tasks, regardless of the difficulties encountered; be able to work effectively as part of a team, sharing knowledge and skills and supporting other team members; be capable of making independent decisions and carry out tasks, demonstrating initiative and responsibility; be flexible and ready to adapt to changing working conditions, responding quickly to new challenges; adhere to the principles of professional ethics, acting in a manner that is	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	[ADMINL3_UW02] He/she uses fundamental theoretical knowledge in the field of administration and the related fields and academic disciplines to analyze and interpret issues connected with administration in its broad sense	apply advanced legal theories to the analysis and interpretation of legal issues; be able to devise comprehensive strategies for legal action, taking into account various theoretical and practical aspects; be able to identify and propose effective solutions to specific legal problems based on sound theoretical knowledge; be able to anticipate the course of implementation of proposed legal solutions and assess their effects; be able to assess the potential effects of planned legal actions, both short-term and long-term; demonstrate the ability to critically analyse and reflect on proposed solutions	[SU3] text preparation/written work [SU8] observation of student's independent or team work
	[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	is able to draw up a schedule for writing their dissertation.	[SU1] oral statement/conversation/discussion
	[ADMINL3_WK05] The graduate knows and understands the most important dilemmas brought about by the development of civilization within the legal, administrative and economic sciences	is familiar with and understands the essence of the issues analysed in the thesis in the context of the dilemmas of civilisational development and the fields of law, administration and economics.	[SW3] text preparation/written work
Subject contents	1. The dissertation (the concept and purpose of the dissertation; the process of writing a dissertation, from choosing a topic and drawing up a work plan to submitting the final draft to the supervisor; the structure of the dissertation and its formal format). 2. Developing the writing skills required for the dissertation		
Prerequisites and co-requisites			

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	dissertation	0.0%	100.0%
Recommended reading	Basic literature	Boć J.: Jak pisać pracę magisterską ?, Wrocław 2009. Dudziak A., A. Żejmo: Redagowanie prac dyplomowych. Wskazówki metodyczne dla studentów, Warszawa 2008. Pułło A.: Prace magisterskie i licencjackie. Wskazówki dla studentów, Warszawa 2006. Zenderowski R.: Praca magisterska. Licencjat, Warszawa 2009. Zenderowski R.: Technika pisania prac magisterskich i licencjackich, Warszawa 2011. Auby J. - B. (ed.): Codification od Administrative Procedure, Bruxelles 2014. ReNEUAL. Model kodeksu postępowania administracyjnego Unii Europejskiej, red. wydania polskiego M. Wierzbowski, A. Kraczkowski, Warszawa 2015.	
	Supplementary literature	The list of core and supplementary reading is the same	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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